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| Current Intelligence Materials (accession lists) | Every 3 weeks soon weekly | 0 | 1 |
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February 24, 1947

OCD is now centralizing the procedure for subscribing to all intelligence periodicals. As a basis for effecting efficient and correct distribution of the subject periodicals within CIG, it is necessary to ascertain the number of copies of each periodical currently received in each office, and the number of copies for which valid requirements actually exist at this time. In this connection it is important that the receipt of periodicals through informal or personal channels be discontinued. However, if they represent current valid requirements, they should be included in the enumeration of the total number of copies now required.

The attached form is provided that current requirements of your branch may be systematically and fully provided. Subsequent changes in the requirements of your branch should be provided for, as they arise, by routine requests to the Requirements Branch, OCD.

Distribution of the requested periodicals will be effected by the Dissemination Branch, OCD, to the control desk in each of the addressee offices, from where internal office distribution or routing may be appropriately effected to suit the requirements of the Office of Operations.

Please return your branch requirements not later than Thursday morning, February 27, 1947.